

PART II: LIST CERTIFICATION ENDORSEMENTS REQUESTED

Identify endorsement codes for which you are applying (see enclosed code list).

ENDORSEMENT #1**ENDORSEMENT #2****ENDORSEMENT #3****ENDORSEMENT #4**☐ Check box if bilingual endorsement is sought for above discipline(s).

If requesting endorsement 090, 098, please indicate the specific occupational/vocational area (e.g., carpentry) _____

PART III: EDUCATIONAL BACKGROUND

LIST THE NAMES OF COLLEGES OR UNIVERSITIES ATTENDED

| Name of Institution | State | Major Field of Study | Year of Graduation | College Credit or Degree Awarded |
|---------------------|-------|----------------------|---|----------------------------------|
| _____ | _____ | _____ | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____ |
| _____ | _____ | _____ | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____ |
| _____ | _____ | _____ | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | _____ |

PART IV: LIST TEACHING, ADMINISTRATIVE OR SPECIAL SERVICE EXPERIENCE*Please provide a complete history, starting with your most recent position. Do not include student teaching, substitute or paraprofessional experience. Attach an additional sheet of paper, if needed.*

| NAME OF SCHOOL | LOCATION (City, State) | JOB TITLE | SUBJECT/FIELD | GRADE(S) | DATES EMPLOYED | |
|----------------|---------------------------|-----------|---------------|----------|----------------|----------|
| | | | | | From (M/Y) | To (M/Y) |
| | | | | | | |
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PART V: DO YOU HOLD/HAVE YOU HELD AN OUT-OF-STATE CERTIFICATE?☐ YES ☐ NO

_____ (specify state and type of certificate)

(Attach a copy of both sides of out-of-state certificates, covering any of the experiences listed above that are within the last 10 years.)

PART VI: OCCUPATIONAL EXPERIENCE. IF YOU ARE APPLYING FOR A VOCATIONAL CERTIFICATE, LIST YOUR APPROPRIATE WORK EXPERIENCE

| NAME OF EMPLOYER | LOCATION (City, State) | JOB TITLE | DATES EMPLOYED | |
|------------------|---------------------------|-----------|----------------|----------|
| | | | From (M/Y) | To (M/Y) |
| | | | | |
| | | | | |
| | | | | |

PART VII: APPLICANT ATTESTATION

I certify that the information provided by me on this application and any accompanying documents contains no material misrepresentations, falsifications or omissions and that all of the information given by me is true, complete and accurate. I understand that all application and accompanying information may be verified and that any material misrepresentation, falsification or omission may result in the denial or revocation of my certificate(s), permit(s) or authorization(s).

ORIGINAL SIGNATURE OF APPLICANT

DATE:

Information on this application is subject to disclosure pursuant to the Freedom of Information Act.

INSTRUCTIONS FOR GENERAL APPLICATION FOR CERTIFICATION

Use this form for all transactions EXCEPT:

- ◆ conversion of a Connecticut Permanent or Standard Certificate (please use Form ED 176A);
- ◆ continuation of a Connecticut Professional Educator Certificate (please use Form ED 179); or
- ◆ renewal of an Initial Educator Certificate (please use Form ED 183).

A. For the first-time applicant, or if you are unsure of your eligibility, please submit:

- ✓ completed and signed application;
- ✓ minimum nonrefundable fee of \$50 (final fee to be determined);
- ✓ official transcript(s);
- ✓ *Statement of Preparing Higher Education Institution*; and/or
- ✓ *Statement of Professional Experience* and copy of out-of-state certificate/license for applicants with prior teaching experience.

For vocational education endorsements contact our office for official documentation required or obtain the Vocational Education fact sheet at <http://www.state.ct.us/sde/dtl/cert/facts01/fact124.htm>.

B. Provisional Educator Certificate

For **holders of an Initial Educator Certificate**, please submit:

- ✓ completed and signed application;
- ✓ certification fee of \$200 (includes nonrefundable \$50 application fee); and
- ✓ *Statement of Professional Experience* verifying a minimum of 10 months of full-time successful service in a Connecticut public school.

BEST results, if applicable, will be submitted electronically to the Bureau of Educator Preparation and Certification.

*** OR ***

For **applicants with three years of appropriate education experience within the last 10 years**, please submit:

- ✓ completed and signed application;
- ✓ certification fee of \$200 (includes nonrefundable \$50 application fee); an additional \$50 fee is required for each additional endorsement granted;
- ✓ official transcript(s);
- ✓ *Statement of Professional Experience* verifying 30 months of successful service within the last 10 years in Connecticut public or approved nonpublic schools, or out-of-state public or approved nonpublic schools; and
- ✓ copy of out-of-state certificate/license.

C. Professional Educator Certificate

For **applicants who hold a Connecticut Provisional Educator Certificate** please submit:

- ✓ completed and signed application;
- ✓ certification fee of \$300 (includes nonrefundable \$50 application fee);
- ✓ official transcript(s) showing additional post-baccalaureate credits related to the endorsement sought; and
- ✓ *Statement of Professional Experience* verifying 30 months of successful service under a Connecticut Provisional Certificate for a Connecticut board of education or in an approved nonpublic school.

D. For a cross endorsement (applicants who already hold a valid Connecticut certificate) please submit:

- ✓ completed and signed application;
- ✓ certification fee of \$50 (an additional \$50 fee is required for each additional endorsement granted);
- ✓ official transcript(s); and
- ✓ evidence of successful completion of testing requirements.

E. For adult education certification, please submit:

- ✓ completed and signed application;
- ✓ certification fee of \$50;
- ✓ official transcript(s); and
- ✓ evidence of successful completion of testing requirements.

CREDENTIALS REQUIRED: The following descriptions cover the credentials identified in items A – E.

1. **A nonrefundable application fee of \$50** or the full fee based on the certificate type and number of endorsements granted, as specified in A – E, must be received with the application form. The nonrefundable \$50 fee is applied toward the final cost of the certificate. All fees must be submitted in the form of a certified bank check or money order, payable to “Treasurer, State of Connecticut.”
2. **Official transcripts must** document all course work completed. Official transcripts must include the embossed or colored seal of the issuing college or university.
3. **Statement of Preparing Higher Education Institution** must include the embossed or colored seal of the college or university and the signature of the certification officer or dean of the preparation program at the institution where the applicant was prepared.
4. **Statement of Professional Experience** must verify the completion of appropriate experience/service in Connecticut public or approved nonpublic schools, or out-of-state public or approved nonpublic schools, if applicable.
5. **A copy of an out-of-state certificate/license** covering the period of educational experience within the last 10 years and **related** to the certification endorsement sought must be provided. Submit a photocopy of the front and back and a key to the certification codes on the certificate.

NOTES:

- An application will be returned if it is received without the minimum \$50 certified bank check or money order.
- **Evidence of successful completion of testing requirements** is required, applicable to the endorsement(s) requested, as reported by the appropriate testing agency. **Testing Deferral:** Candidates who completed a planned program at an approved out-of-state institution and/or have teaching experience in another state are eligible for a one-year deferral of testing requirements. A certificate issued with a testing deferral is valid for one year and is nonrenewable.
- The Bureau of Educator Preparation and Certification will notify you in writing if additional credentials are required.

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| <p><i>How to contact the Bureau of Educator Preparation and Certification:</i></p> <p>E-mail: teacher.cert@po.state.ct.us</p> <p>Website: www.state.ct.us/sde</p> <p>FAX: 860-713-7017</p> <p>PHONE: 860-713-6969 24-hour Interactive Voice Response (IVR) for applicants. (To speak with a staff member, call the IVR weekdays, between 1-5 p.m.)</p> |
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CONNECTICUT ENDORSEMENT CODES

Teaching Endorsements

| | |
|-----|----------------------------------|
| 010 | Business, 7 – 12 |
| 013 | Elementary, K – 6 |
| 015 | English, 7 – 12 |
| 018 | French, 7 – 12 |
| 019 | German, 7 – 12 |
| 020 | Italian, 7 – 12 |
| 021 | Latin, 7 – 12 |
| 022 | Russian, 7 – 12 |
| 023 | Spanish, 7 – 12 |
| 024 | Other World Language, 7 – 12 |
| 026 | History & Social Studies, 7 – 12 |
| 029 | Mathematics, 7 – 12 |
| 030 | Biology, 7 – 12 |
| 031 | Chemistry, 7 – 12 |
| 032 | Physics, 7 – 12 |
| 033 | Earth Science, 7 – 12 |
| 034 | General Science, 7 – 12 |
| 035 | Driver Education |
| 040 | Agriculture, Pre-K – 12 |
| 041 | Vocational Agriculture, 7 – 12 |
| 042 | Art, PK – 12 |
| 043 | Health, PK – 12 |
| 044 | Physical Education, PK – 12 |
| 045 | Home Economics, PK – 12 |
| 047 | Technology Education, PK – 12 |

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|-----|--|
| 049 | Music, PK – 12 |
| 055 | Partially Sighted, PK – 12 |
| 057 | Hearing Impaired, PK – 12 |
| 059 | Blind, PK – 12 |
| 062 | School Library Media Specialist |
| 072 | School Nurse-Teacher |
| 073 | School Dental Hygienist-Teacher |
| 089 | Marketing Education, 7 – 12 |
| 101 | World Language Instructor, Elementary |
| 102 | Remedial Reading & Remedial Language Arts, 1 – 12 |
| 104 | Cooperative Work Education/Diversified Occupations |
| 110 | Unique Subject-Area Endorsement |
| 111 | Teaching English to Speakers of Other Languages (TESOL), PK – 12 |
| 112 | Integrated Early Childhood/Special Ed., Birth – Kindergarten |
| 113 | Integrated Early Childhood/Special Ed., Nursery -K – Elem. 1 – 3 |
| 165 | Comprehensive Special Education, K – 12 |
| 215 | English, Middle School |
| 226 | History & Social Studies, Middle School |
| 229 | Mathematics, Middle School |
| 230 | Biology, Middle School |
| 231 | Chemistry, Middle School |
| 232 | Physics, Middle School |
| 233 | Earth Science, Middle School |
| 234 | General Science, Middle School |
| 235 | Integrated Science, Middle School |

Administrative Endorsements

| | |
|-----|--|
| 085 | School Business Administrator |
| 092 | Intermediate Administration or Supervision |
| 093 | Superintendent of Schools |
| 097 | Reading and Language Arts Consultant |
| 105 | Department Chairperson |

Adult Education Endorsements

| | |
|-----|--|
| 088 | Non-English Speaking Adults |
| 106 | High School Credit Diploma Program |
| 107 | External Diploma Program/Noncredit Mandated Programs |

Special Services Endorsements

| | |
|-----|---------------------------------|
| 061 | Speech and Language Pathologist |
| 068 | School Counselor |
| 070 | School Psychologist |
| 071 | School Social Worker |

Vocational Endorsements

| | |
|-----|--|
| 082 | Vocational Technical Administrator |
| 090 | Occupational Subject, Vocational Technical Schools |
| 091 | Trade-Related Subjects, Vocational Technical Schools |
| 098 | Trade & Industrial Occupations – Comprehensive High School |
| 103 | Health Occupations – Comprehensive High School |
| 108 | Practical Nurse Education Instruction |
| 109 | Health Occupations – Vocational Technical Schools |

****Certification Codes No Longer Issued. These codes may only be renewed by current endorsement holders****

| | |
|-----|------------------------------------|
| 001 | Pre-K – Grade 8 |
| 002 | Pre-K – Grade 6 |
| 003 | Pre-K – Grade 3 |
| 004 | Grades 1 – 8 |
| 005 | Elementary Education, 1-6 |
| 006 | Middle Grades, 4 – 8 |
| 007 | Academic Subjects |
| 008 | Pre-K and Kindergarten |
| 009 | Bilingual, PK – 12 |
| 011 | Licensed Practical Nurse |
| 016 | English, 7 – 9 |
| 017 | Speech, 7 – 12 |
| 025 | History, 7 – 12 |
| 027 | Social Studies, 7 – 12 |
| 028 | History & Social Studies, 7 – 9 |
| 036 | Core Curriculum |
| 037 | Psychology, 7 – 12 |
| 038 | Sociology, 7 – 12 |
| 039 | Secondary Subject |
| 046 | Vocational Home Economics, PK – 12 |
| 048 | Librarian, 7 – 12 |
| 050 | Special Subject |
| 051 | Mentally Handicapped 1 – 12 |
| 052 | Mentally Handicapped 7 – 12 |
| 053 | Physically Handicapped, 1 – 12 |

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| 054 | Physically Handicapped, 7 – 12 |
| 056 | Partially Sighted, 7 – 12 |
| 058 | Deaf, 7 – 12 |
| 060 | Blind, 7 – 12 |
| 063 | Special Teacher of Reading, 1 – 8 |
| 064 | Special Teacher of Reading, 7 – 12 |
| 065 | Comprehensive Special Education, PK – 12 |
| 066 | Guidance Counselor – Elementary |
| 067 | Guidance Counselor – Secondary |
| 069 | Psychological Examiner |
| 074 | Elementary Principal |
| 075 | General Supervisor – Elementary |
| 076 | Secondary Principal |
| 077 | General Supervisor – Secondary |
| 078 | Principal – Combined School |
| 079 | Special Supervisor |
| 080 | Administrative Assistant |
| 081 | Superintendent of Schools |
| 083 | Special Administrative |
| 086 | Director of Adult Education (Full Time) |
| 087 | Director of Adult Education (Part Time) |
| 094 | Adult Education |
| 095 | Education Supervisor (State Department) |
| 096 | Reading Consultant, K – 8 |
| 265 | Comprehensive Special Education, 1 – 12 |

NOTE: Bilingual codes are not provided. Check appropriate box on application to request a bilingual endorsement.